TERRA NOVA
SCHOOL

Admissions Policy

The Governing Body of Terra Nova School ('The School') applies its regulations concerning admissions fairly and equally to all those who wish to attend the School.

We are committed to equal opportunities in education and will not unlawfully discriminate against, or treat less favourably, any pupil at, or applicant to Terra Nova School on the grounds of race, nationality, colour, ethnic or national origin, disability, the pupil's actual or perceived sexual orientation or the actual or perceived sexual orientation of the pupil's parents (including guardians and carers), the pupil's actual or perceived religion or belief (or lack thereof) or the actual or perceived religion or belief (or lack thereof) of the pupil's parents (including guardians and carers). Although the School has a Christian foundation, it does not select for entry on the basis of religious belief and welcomes pupils (and staff) from many different ethnic groups, backgrounds and faiths. The School offers the opportunity for pupils of all religions to practise their own faith. Families are welcome to discuss any specific issues or needs in relation to faith with the Headmistress. All pupils are required to respect human rights and freedoms and uphold the values of British Society.

Terra Nova School will seek to deal with the individual needs of all pupils and prospective pupils with disabilities as far as reasonably practicable. We consider and will make reasonable adjustments at all stages of the admissions process and are ready to discuss individual needs with a prospective pupil's parents, carers and current educational establishment.

Terra Nova School fully supports the general principles as detailed in Part 3 of the Children and Families Act 2014 and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014) and the Equality Act 2010.

The School recognises the DfE framework for school admissions introduced in September 2000 but is not bound to conform to the terms of the framework.

Terra Nova School provides education for boys and girls ('pupils') aged 2.5 to 13 years of age. Pupils can join the School upon reaching 2.5 years of age.

ADMISSIONS PROCEDURES

Admissions of pupils to Terra Nova School may take place at any time during the academic year, provided that there is a place available and where applicable the necessary requirements and criteria for admissions are met.

The School publishes a schedule of fees for the current academic year on its website along with detailed information relating to admissions. Further information can be obtained from the School's Admissions Team.

The School reserves the right to refuse admission to any pupil from a family that has overdue fees arising from a sibling that is attending or has attended Terra Nova School.

All applications to the School are treated in a sensitive manner. Parents are required to

declare at the application stage any circumstances that may affect the admission of their child (these may include family circumstances, diagnosed or suspected special educational needs, physical or emotional impairment or any disabilities). Where applicable an assessment will be made by the School's SENCO and a recommendation passed to the Headmistress.

Parents expressing an interest in Terra Nova School can access a registration form via the school website or by contacting admissions@tnschool.co.uk. The completed registration form needs to be returned to the school together with a non-refundable £90 (incl VAT) registration fee and a copy of the applicant's Passport or Birth Certificate. On receipt of all items a child's name will be formally registered for entry into the school.

ADMISSIONS - LOWER & UPPER NURSERY

Children are eligible to join the Lower Nursery when they reach 2 years and 6 months of age. Early registration is strongly recommended for early years places as this area of the school is often oversubscribed and demand is increasing.

Due to increasing demand and the nature of children joining the Nursery at various points throughout the academic year, places are offered on a first come first served basis and parents with older children in the School are reminded of the need for early registration of younger siblings.

Once a child is registered the family will be invited in for an early years assessment between the child and the Head of Early Years. We will also contact the child's current education setting (if they have one) for a reference. Places within our Early Years setting are offered at the discretion of the Head of Early Years or the Headmistress. Further to a satisfactory assessment and reference if applicable, an offer of a place will be made in the form of an offer letter, accompanied by an acceptance form and terms and conditions. The completed acceptance form will need to be returned to School along with a surety payment of £600 (Incl VAT).

For places within the Nursery it is at this stage we will also require the parents to inform the School of the days they wish for their child to attend and our Head of Early Years will confirm in writing if we can accommodate this. Only when all of this information has been received by the School will the child's place at the School be secured.

ADMISSIONS - RECEPTION to YEAR 8

Entry into Reception, for both children in the Terra Nova Nursery as well as external applicants, is like entry into all other years and dependent on a successful early years assessment with the Head of Early Years. For external applicants we will also contact the child's current educational setting for a reference.

For entry into Year 1 and above the applicant will be assessed to ascertain that they will be able to access the School's curriculum. The applicant will be invited into school for assessments in Numeracy and Literacy and a taster day with their cohort. The applicant's current educational setting will also be contacted (with prior permission from the applying parents) for a confidential Teacher Comment Review which provides an overview of the applicant within an educational environment. The applicant's two most recent school

reports will also be requested in support of the application.

Provided that the applicant satisfies the criteria and a place is available, an offer of a place will be made in the form of an offer letter from the Headmistress. This will be accompanied by an acceptance form and terms and conditions. The completed acceptance form will need to be returned to school along with a surety payment of £600 (incl VAT). Once these have been received the child's place will be firmly secured at the school.

WAITING LISTS

The School aims to have two forms in each year group, with a maximum class size of 18 pupils per form. In the event of high demand or where any year group in the School is at capacity, a waiting list is kept in case of subsequent cancellation of a reserved place or where a pupil leaves the School.

Early registration is strongly recommended for our early years places as this area of school is often over subscribed and demand is increasing.

Where a waiting list is kept, places are allocated at the discretion of the Headmistress and will take into account the following factors:

- The applicant has a sibling already in the School.
- The applying family is moving into the area with more than one child that wishes to attend the School.
- The parent(s) of the applicant is alumni of Terra Nova School.
- The applicant/ their immediate family have exceptional personal / domestic circumstances.
- The applicant's performance in entrance assessments.

SPECIAL EDUCATION NEEDS & DISABILITIES

The School welcomes pupils with special educational needs or disabilities if it is confident it can support them within the School's resources, taking into account 'reasonable' adjustments and/or provided the Learning Support Department can offer the required level of support. Currently this largely relates to specific learning difficulties such as dyslexia, dyscalculia, dyspraxia, autistic spectrum disorders, speech and language issues as well and medical conditions. The School welcomes pupils with disabilities provided that our site can accommodate them. For all applicants with special educational needs and/or disabilities the School will discuss thoroughly with parents the adjustments that can reasonably be made for the child if they are to join the School.

Parents will be required to provide copies of relevant documentation such as professional reports (for example speech and language therapy reports, medical reports, educational psychologist's reports) to the School.

The School requires parents of children with special educational needs or disabilities discuss their child's requirements at the point of enquiry/ before completing a registration form, so that the School can make adequate provision for the child throughout the admissions process.

ADMISSIONS APPEALS

If the School does not offer a place to an applicant because in the opinion of the Headmistress it would not be in the best interests of the pupil or the School, the parents have the right to appeal against this decision. An appeal is lodged by applying to the Governors of Terra Nova School who will convene an Appeals Panel to consider the appeal. The decision of the Appeals Panel is binding for all parties concerned. Should the Appeals Panel decide that a place should be offered to the applicant, the School would do all that it can to provide the best education possible. Annual reviews will take place to ensure the best interests of the pupil and of the School continue to be met.

BURSARIES & SCHOLARSHIPS

The School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Subject to the availability of funds, the school offers means-tested bursaries to make it possible for as many applicants as possible who meet the School's admissions criteria to join the School.

More information on how bursaries are assessed and monitored is contained in the School's Bursaries & Scholarships Policy. This is available on the School's website.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of school life at Terra Nova, pupils should ideally be fluent English speakers. In the case that extra support is needed the School can provide tuition in English as an Additional Language (EAL) for an extra cost to the parents.

TERMS AND CONDITIONS

Upon the offer of a place, Parents are provided with a copy of the School's standard terms and conditions. If there are any extra terms within an offer these will be communicated within the offer letter. Further information can be obtained by contacting admissions@tnschool.co.uk.